

# **Request for Qualifications**

## **On-Call Engineering, Surveying, and Construction Engineering and Inspection (CEI) Services**

February 19, 2025

### **I. Introduction**

Through this Request for Qualifications (RFQ), the Town of Apex (Town) is soliciting qualified and competent firms/consultants licensed in the State of North Carolina to provide on-call Engineering, Surveying, and Construction Engineering and Inspection (CEI) Services for assistance with various municipal tasks. The Town is seeking several firms whose combination of experience and expertise will provide timely, professional services. Interested firms are invited to submit a Statement of Qualifications (SOQ) package for consideration no later than 12:00 PM on March 21, 2025.

The Town anticipates needing professional services in the following program areas. Firms may submit qualifications for any or all the following categories:

1. Water Distribution
2. Sanitary Sewer Collection
3. Wastewater Treatment
4. Stormwater
5. Dam and Reservoir
6. Greenway Design
7. Surveying
8. Environmental, Geotechnical, and Construction Materials Testing (CMT)
9. Transportation Planning and Design
10. Construction Engineering and Inspection (CEI)
11. Special Inspections

Proposers must indicate the program area(s) in which they wish to be considered. Please see Section II for more information on each program area.

The Town intends to select multiple firms for each of the eleven (11) categories listed above, unless there is only one qualified firm for a given program area. It is anticipated that each selected will execute a Master Service Agreement for On-Call Professional Services (MSA) with the Town and Task Orders subject to the MSA will be executed as projects arise. The RFQ process and the signing of an MSA will not replace the RFQ process for any specific Town project that is announced in the future, and any firm selected in response to this RFQ will not be considered for any future announced projects unless it responds directly to that announcement.

### **II. Scope of Services**

It is a requirement that firms, or their subconsultants, be able to provide **all** the services outlined below in each program area for which they submit qualifications. The services required will vary depending on the scope of services requested for a particular project. Services required may include all or part of the following:

1. Water Distribution
  - Preliminary engineering/studies (estimating, water quality, feasibility, etc.)
  - Water line inventory and condition assessment
  - Water master planning
  - Water system hydraulic modeling
  - Risk and Resilience Assessments

- Emergency Response Plans
  - Fire flow analysis/hydrant testing
  - NCDOT/Railroad encroachments
  - Riparian buffer and wetland delineation
  - Environmental permitting
  - Design and permitting water distribution to include extensions, replacements, or rehabilitation
  - Design and permitting water storage tanks
  - Compiling Contract documents/technical specifications
  - Bidding assistance
  - As-Built survey and record drawings
  - All services listed under Surveying Scope of Services
  - All services listed under Environmental, Geotechnical, and CMT Scope of Services
  - All services listed under CEI Scope of Services
2. Sanitary Sewer Collection Scope of Services
- Preliminary engineering/studies (estimating, infiltration, etc.)
  - Sewer line inventory and condition assessment
  - Sewer master planning
  - Sewer system hydraulic modeling
  - Risk and Resilience Assessments
  - Emergency Response Plans
  - Fire flow analysis/hydrant testing
  - NCDOT/Railroad encroachments
  - Riparian buffer and wetlands delineation
  - Environmental permitting
  - Design and permitting gravity sanitary sewer, and pressurized sanitary systems to include extensions, replacements, or rehabilitation
  - Design, or design review, of new pump stations and pump station improvements/rehabilitation
  - Compiling Contract documents/technical specifications
  - Bidding assistance
  - As-Built survey and record drawings
  - All services listed under Surveying Scope of Services
  - All services listed under Environmental, Geotechnical, and CMT Scope of Services
  - All services listed under CEI Scope of Services
3. Wastewater Treatment Scope of Services
- Preliminary engineering
  - Permitting assistance
  - Regulatory assistance
  - Process troubleshooting and optimization
  - Design of treatment facility improvements or rehabilitation
  - Compiling Contract documents/technical specifications
  - Bidding assistance
  - As-Built survey and record drawings
4. Stormwater Scope of Services
- Preliminary studies
  - Asset inventory, assessment, and asset management

- Storm drainage system alternatives analysis, recommendations, design
  - Water quality analysis, design and permitting including green stormwater infrastructure (GSI)
  - Stormwater control measure (SCM) feasibility studies, recommendations, design
  - Floodplain management studies, master planning, and modeling studies
  - No-rise or CLOMR/LOMR Floodplain permitting and modeling
  - SCM retrofitting and SCM rehabilitation
  - Stream restoration design and permitting
  - Channel stabilization design and permitting
  - Development of water quality recovery plans, monitoring plans for TMDLs, and other watershed protection initiatives
  - Riparian buffer, stream, and wetlands delineation
  - Environmental permitting
  - Stormwater data management, analysis, and geographic information systems (GIS)
  - Compiling Contract documents/technical specifications
  - Bidding assistance
  - As-Built survey and record drawings
  - All services listed under Surveying Scope of Services
  - All services listed under Environmental, Geotechnical, and CMT Scope of Services
  - All services listed under CEI Scope of Services
5. Dam and Reservoir
- Preliminary studies, alternatives analysis, and dam design
  - Spillway and outlet design
  - Dam safety inspection, analysis, asset management, and recommendations
  - Embankment armoring design
  - Emergency Action Plans and breach inundation analysis
  - Structural analysis
  - Environmental permitting
  - Compiling Contract documents/technical specifications
  - Bidding assistance
  - As-Built survey and record drawings
  - All services listed under Surveying Scope of Services
  - All services listed under Environmental, Geotechnical, and CMT Scope of Services
  - All services listed under CEI Scope of Services
6. Greenway Design
- Preliminary studies
  - Greenway Design services
  - Structural design and structural evaluation
  - Flood studies/no-rise or CLOMR/LOMR permitting
  - SEPA/NEPA documentation
  - Tree surveys
  - NCDOT encroachments
  - Compiling Contract documents/technical specifications
  - Bidding assistance
  - As-Built surveying and record drawings
  - All services listed under Surveying Scope of Services
  - All services listed under Environmental, Geotechnical, and CMT Scope of Services

- All services listed under CEI Scope of Services
7. Surveying Scope of Services
    - Boundary surveys
    - Deed research for existing easements
    - Preparation and recordation of easement plats
    - Topographic/design surveys
    - Levels A & B Subsurface Utility Engineering (SUE)
    - Easement staking for existing easement clearing activities
    - Construction staking
    - As-Built surveys
    - Record drawings
  8. Environmental, Geotechnical, and CMT Scope of Services\*
    - Riparian buffer, stream, and wetlands delineation
    - Environmental permitting
    - Phase I and II Environmental Site Assessments
    - Soil contamination testing
    - Stormwater master planning
    - Geotechnical engineering, investigation, and design
    - Soil, aggregate, and pavement density testing
    - Concrete compressive strength preparation and testing
    - Construction materials testing
  9. Transportation Planning and Design
    - Public outreach and involvement
    - Federal/state environmental survey, documentation, and permitting
    - Functional design alternatives development
    - Feasibility study report
    - Preliminary and final roadway design plans
    - Structural design plans
    - Traffic volume counts
    - Traffic forecasting
    - Traffic capacity analysis
    - Traffic signal warrant study
    - Traffic signal design plans
    - Traffic signal communication plans
    - Utility coordination and Utility Make Ready (UMR) plans
    - Traffic signal coordinated timing plans and implementation
    - Construction cost estimation
    - Compiling Contract documents/technical specifications
    - Bidding assistance
    - All services listed under Surveying Scope of Services
    - All services listed under Environmental, Geotechnical, and CMT Scope of Services
    - All services listed under Stormwater Scope of Services.
    - All services listed under CEI Scope of Services
  10. Construction Engineering and Inspection
    - Construction administration
    - Construction engineering
    - Field inspection and observation

- RFI and submittal review and recommendation
- Shop drawing reviews
- Pay request review and recommendation/approval
- Preconstruction and progress meetings
- Quantity tracking
- Supplemental agreement reviews
- Claim review and recommendations
- Job site and work zone safety
- As-built review
- Project closeout processes

#### 11. Special Inspections\*

- Foundations
- Retaining walls
- Concrete work
- Masonry work
- Steel structures and connections
- Welding inspections
- Water proofing
- Roofing
- Fireproofing
- Reinforcement steel
- Form work
- Mechanical connections
- Other Special Inspections as outlined in Chapter 17 of the NC Building Code

\*Firms are not required to provide all services listed under program areas #7 and #11 to submit a statement of qualifications. The statement of qualifications for program area #7 and #11 shall **clearly identify** the specific qualifications they are submitting for in the cover letter.

### III. **SOQ Requirements**

The SOQ should follow the format outlined in this section. If submitting qualifications for multiple categories, **Items 3 through 7 are to be provided separately for each category, with a tab for ease of reference.**

1. Cover Letter: A clear and concise introduction, which shall identify the firm's primary contact person for the SOQ, acknowledge receipt of any amendments to the RFQ, identify the categories for which the firm is submitting qualifications, and summarize why the town should select your firm to provide on-call services for the categories of interest.
2. Firm Profile: Provide the following information:
  - a. Brief history of the firm
  - b. Location and contact information for the firm's corporate headquarters
  - c. Location(s) and contact information for any branch office(s) that may be utilized to provide on-call services to the town
  - d. Number of employees (overall and for each identified branch office)
  - e. Type of ownership and parent company, if applicable, and any pending ownership changes
  - f. Identify any claim or litigation involving the firm within the last five years, or provide a statement that none exists

3. Project Understanding and Approach: A detailed narrative that demonstrates an understanding of the town's needs and describes how those needs would be met. Identify services that are typically provided in-house by the firm's local or North Carolina offices, services that are available from the firm's out-of-state offices, and services for which a subconsultant is typically utilized.
4. Qualifications and Experience: At least four relevant projects completed by the firm. Include the following information for each project listed:
  - a. Project description
  - b. Project start and completion dates (if ongoing, provide the status and projected completion date)
  - c. Engineer's estimated cost, bid cost, and final cost (an explanation to significant differences in cost may be provided)
  - d. Scope of services provided by the consultant
  - e. Subconsultants utilized (if any)
  - f. Summary of the similarities to this project
  - g. Name, title, email address, and phone number of owner reference.
5. Project Team: Identify all personnel, including subconsultants that will be directly involved in an on-call project. Provide a brief resume for each team member which includes office location, general qualifications (education, professional registrations, certifications, etc.), years of experience (with current firm and other firms), role for this project, and role for any projects listed in the Qualifications and Experience section of the SOQ.
6. Project Management and QA/QC: Briefly describe the firm's procedures and processes for project management and quality assurance and quality control throughout all phases of a project.
7. References: Letters of recommendation, evaluation forms, or other forms of recommendation from references of relevant projects.

Submittals shall not exceed the following page allowances, which are determined by the number of categories for which qualifications are submitted:

Number of Categories Submitted	Page Allowance
1	14
2	22
3	30
4	38
5	46
6	54
7	62
8	70
9	78
10	86
11	94

All pages shall be 8.5"x11". Page count includes any cover sheet. Page allowance is per page; double-sided pages count as two (2) pages.

## Evaluation Criteria & Selection Process

SOQs will be evaluated based on the following criteria:

1. Firm and Team Experience (40%)
2. Project approach and understanding (30%)
3. Availability and accessibility of project team members (15%)
4. References (15%)

SOQs will be evaluated by selection committee(s) comprised of staff from Water Resources, Parks and Recreation, Administration, and Transportation and Infrastructure Development. Following an initial evaluation of the SOQs, the committee(s) may conduct interviews with top candidates.

## Contract Requirements

Selected firms will be invited to execute an MSA that will terminate on June 30, 2028, unless terminated sooner in accordance with the terms of the MSA. Individual projects will be negotiated and as agreed upon through the execution of task orders subject to and incorporating the MSA.

Selection as an on-call consultant and execution of an MSA does not guarantee any amount of work or payment. The Town will select, or will not select, a consultant from those selected in response to this RFQ for each give project in its sole discretion and judgement.

Executed task orders under the MSA shall be limited to a contract value not to exceed \$350,000.

## IV: Submittal Procedure

The SOQ must be submitted in both hardcopy and electronic format no later than **12:00 PM on March 21, 2025**. It is the sole responsibility of the consultant to ensure that the SOQ is received by the established deadline and at the proper location. Late submittals will not be accepted.

**Hardcopy Submittal:** Five (5) hardcopies of the SOQ shall be enclosed in a sealed package, addressed to the Town of Apex, and delivered to 105-B Upchurch Street, Apex, NC 27502 (Water Resources Administration Building). The name and address of the submitting firm, RFQ Number **(UE2101)** and the RFQ Title (On-Call Engineering, Surveying, and Construction Engineering and Inspection (CEI) Services) shall be clearly visible on the outside of the package. Hardcopy submittals shall not be sent via USPS to ensure timely delivery. If chosen, USPS deliveries shall be addressed to PO 250, Apex, NC, 27502.

**Electronic Submittal:** The SOQ must be submitted electronically (pdf format) via the Town's BidNet portal. Visit [bidnetdirect.com/north-carolina/townofapex](https://bidnetdirect.com/north-carolina/townofapex) (ref. # UE2101) to view additional project requirements and to upload the SOQ. **Please note that additional information and amendments to this RFQ will be posted to BidNet.** It is the responsibility of the respondent to monitor the site accordingly.

Any questions related to the RFQ must be submitted via the Q&A section of the BidNet portal or emailed to [jonathan.jacobs@apexnc.org](mailto:jonathan.jacobs@apexnc.org). **The deadline for questions is March 14, 2025.** Questions posed by any other means or after the deadline will not receive a response.

The consultant shall bear full responsibility for all costs incurred in the development and submittal of the SOQ, including costs associated with interviews. All submissions shall become the exclusive property of the Town of Apex and may be disclosed to third parties.

# **Addendum #1**



1. For SOQ Requirement #7 References:
  - a. Will References count towards the page allowance? **Yes; to clarify, full-page reference letters are not required.**
  - b. Is providing quotes or brief narrative from references with contact information acceptable? **This is acceptable. Quotes or narratives shall be the original language provided by the reference and not summarized or paraphrased.**
  - c. Is there a form or other standard documentation the Town would like to have filled out to meet this requirement? **No. This can be incorporated within the SOQ, as desired.**
2. Many Categories/Program Areas require the submittal of qualifications for other program areas scope of services. For example, Water Distribution requires all services listed under Surveying scope of Services, Environmental, Geotechnical, and CMT Scope of Services, and CEI Scope of Services.
  - a. Is it acceptable for qualifications to meet these needs to be shown within the submitted program area or are we required to also submit for the additional Program Areas? **You must submit the additional program areas, as desired. For example, if you are submitting for Water Distribution program area, but do not have a desire to submit for the Surveying program area on its own, you would list those qualifications/experience under Water Distribution. If there is a desire to submit for both the Water Distribution and Surveying program areas, the requirements for both disciplines shall be provided as outlined in the RFQ, even if there is duplicative information. Each discipline will be evaluated independently, and may not include the same evaluation team.**
  - b. It is our understanding that providing these qualifications within the primary program area would not increase page allowance to accommodate the supplemental services. Is this correct? **That is correct. The primary program area should be the focus with justification the additional services can be met in order to complete those services. Since the other services are considered auxiliary to the primary program, the evaluation will be focused on the ability to perform the primary programs.**
3. Can the Town please provide additional clarification about the requirements for the category scope bullet items that reference other categories? **See Question 2.**
4. For example, if we are submitting on Category 9 – Transportation Planning and Design, the RFQ lists that we must be able to provide all services in Survey (Cat 7), ENV (Cat 8), Stormwater (Cat 4) and CEI (Cat 10). Are we required to also submit qualifications for each of those additional categories – or is simply including those services as part of our project team resumes and experience for Category 9 acceptable? **See Question 2.**
5. Can we show project experience required in Section 4 (Qualifications and Experience) as individual experience gained independently by members of our team, or must the projects be firm experience? **Section 4 is the qualification and experience of the firm, so projects highlight must have been completed by the firm/team submitting the SOQ. If there is individual experience desired to be highlighted that was done in a previous role, it should be highlighted on the individual resume in Section 5.**
6. Do references required in Section 7 (References) count against the page count? **See Question 1.**

7. Are there M/W/DBE % requirements for the contract? The Town does not have a M/W/DBE % requirement for professional services, but adheres to the requirements of 2 CFR § 200.321 per the Town of Apex Purchasing Policy.
8. Is NCDOT prequalification required? Does evidence of prequalification (NCDOT Pre-qual Letter) need to be included with the SOQ? Will that be excluded from the page count limitation? NCDOT prequalification is not required, but any prequalification codes should be identified in the SOQ. NCDOT Prequalification may be required to be selected for certain projects based on the funding source but is not a requirement to be selected under this advertisement.
9. III.4.c Engineer's estimated cost, bid cost, and final cost may not be applicable for all projects. Should it be noted as N/A in those instances? That is acceptable for non-construction projects, however a final cost, or estimated final cost, of any non-construction project shall be provided. For construction projects, N/A is acceptable if those are not applicable, or have not occurred yet based on the schedule.

# **Addendum #2**

## Questions & Answers - 1

**Solicitation** UE2101. - RFQ - On Call Engineering, Surveying and Construction Engineering and Inspection  
**Buying Organization** Town of Apex

No	Question/Answer	Question Date
Q1	<p><b>Question: Pricing Required?</b></p> <p>Is pricing or a fee schedule required? The upload section under the pricing tab states, "Don't forget to attach your pricing in the "Documents" section." If so, when printed should it be in a separate sealed envelope?</p> <p><b>Answer:</b> There are no hourly rate or pricing information required for this RFQ.</p>	02/26/2025
Q2	<p><b>Question: Clarification</b></p> <p>On page 5 of the RFQ, it is stated that firms are not required to provide all services listed under program areas #7 or #11. However, the asterisk is marked next to categories #8 and #11. Can you please clarify which two categories are not required to provide all services?</p> <p><b>Answer:</b> This is a typo based on a last minute change to the program areas. The asterisks are located next to the correct program areas, where all services are not required. Environmental, Geotechnical, and CMT and Special Inspections, #8 and #11 are NOT required to be able to provide all services listed under the program area.</p>	02/28/2025
Q3	<p><b>Question: Clarification</b></p> <p>Can you please share the type of projects anticipated under this contract?</p> <p><b>Answer:</b> The Town's CIP is located within the Town's budget which can be found on the Town's website. Other projects will be related to the specific scopes listed under each program area.</p>	02/28/2025

# **Addendum #3**

1. RFQ page 6 notes that the “page count includes any cover sheet.”
  - a. Do a front cover, back cover, and/or a cover letter count as a “cover sheet” and are therefore included in the page count? **A front or back cover that does not include any information beyond the name of the firm and/or the name of the RFQ will not be considered in the page count. If the pack includes any information beyond that, it will be considered a page of the submittal.**
  - b. RFQ page 5 notes that “Items 3 through 7 are to be provided separately for each category, with a tab for ease of reference.” Do tabs count in the page count? **If the tab is a separate page, with NO information on it, it will not count toward the page count.**
2. RFQ page 6 requests under Item 7 “References: Letters of recommendation, evaluation forms, or other forms of recommendation from references of relevant projects.”
  - a. Does the Town have a Letter of Recommendation form you would like us to use, or a suggested format? Since we are including client references for each of our featured projects, can the Town clarify the intention of these additional references and how many we should include? **See addendum #1.**
  - b. Do these reference forms/letters count in the page count? **See addendum #1.**
3. Many of the program areas include reference to others; for example:
  - All services listed under Surveying Scope of Services
  - All services listed under Environmental, Geotechnical, and CMT Scope of Services
  - All services listed under CEI Scope of Services
  - a. To be considered fully responsive, do proposing firms need to provide qualifications for the related program areas as well? For example, if we are proposing on Category 1 Water Distribution, do we also need to propose on Categories 7, 8, and 10? **See addendum #1.**
4. The very end of Section II in the RFQ includes the following statement pertaining to asterisked items:
  - \*Firms are not required to provide all services listed under program areas #7 and #11 to submit a statement of qualifications. The statement of qualifications for program area #7 and #11 shall clearly identify the specific qualifications they are submitting for in the cover letter.
  - a. However, program area #8 is asterisked in the RFQ, not program area #7. Can the you please clarify which program areas this qualifying statement pertains to? **See addendum #2.**
5. The deadline for submitting written questions is March 14, while the proposal submittal deadline is March 21 at 12:00 pm. Would the Town consider extended the proposal due date to allow more time between the question responses and submittal? **The deadline will not be extended.**

# **Addendum #4**

## Questions & Answers - 2

**Solicitation** UE2101. - RFQ - On Call Engineering, Surveying and Construction Engineering and Inspection  
**Buying Organization** Town of Apex

No	Question/Answer	Question Date
Q4	<p><b>Question: Scope of Services</b></p> <p>1.Many of the program areas include reference to others; for example:</p> <ul style="list-style-type: none"> <li>• All services listed under Surveying Scope of Services</li> <li>• All services listed under Environmental, Geotechnical, and CMT Scope of Services</li> <li>• All services listed under CEI Scope of Services</li> </ul> <p>To be considered fully responsive, do proposing firms need to provide qualifications for the related program areas as well? For example, if we are proposing on Category 1 Water Distribution, do we also need to propose on Categories 7, 8, and 10?</p> <p><b>Answer:</b> See addendum #3</p>	03/03/2025
Q5	<p><b>Question: Services areas 7 and 11</b></p> <p>2.The very end of Section II in the RFQ includes the following statement pertaining to asterisked items:</p> <p>*Firms are not required to provide all services listed under program areas #7 and #11 to submit a statement of qualifications. The statement of qualifications for program area #7 and #11 shall clearly identify the specific qualifications they are submitting for in the cover letter.</p> <p>However, program area #8 is asterisked in the RFQ, not program area #7. Can the Town please clarify which program areas this qualifying statement pertains to?</p> <p><b>Answer:</b> See addendum #3</p>	03/03/2025
Q6	<p><b>Question: Deadline Extension</b></p> <p>3.The deadline for submitting written questions is March 14, while the proposal submittal deadline is March 21 at 12:00 pm. Would the Town consider extended the proposal due date to allow more time between the question responses and submittal?</p> <p><b>Answer:</b> See addendum #3</p>	03/03/2025



1. Program Area 3 Wastewater Treatment Scope of Services does not include services listed under Surveying Scope of Services, Environmental, Geotechnical, and CMT Scope of Services, and CEI Scope of Services. In order to perform these additional services under Wastewater Treatment Projects, will a firm also need to submit for Program Areas 7, 8, and 10? Can these services be included in the services outlined for Program Area 3 in lieu of submitting for the program areas on their own, similar to what was explained in Addendum 1, Question 2?

Those services are not required for the Wastewater Treatment program area. If the submitter desires to add information related to the additional services areas in which they feel may be pertinent to a future project or scope of services, they may do so within the allotted page count for that program area. Firms will not be evaluated on those additional items, but may allow them to be eligible for projects that would require those additional services.

Alternatively, if those services are deemed necessary to perform a project, the Town may elect to perform those services under a separate contract or task order and provide the information to a consultant to use.

2. Should any legal statement (claims/litigation) focus on North Carolina specifically or consider national experience?

*"Identify any claim or litigation involving the firm within the last five years, or provide a statement that none exists"*

Any claim or litigation, regardless of the location

3. Is a landscape orientation (as opposed to portrait) permissible if page size adheres to the 8.5x11?

*"All pages shall be 8.5"x11". Page count includes any cover sheet. Page allowance is per page; double-sided pages count as two (2) pages."*

There is no requirement of portrait vs landscape, so a landscape orientation may be provided as long as it meets the submittal requirements.

4. The RFQ Item 7 says "....forms of recommendation from references of relevant projects" and "Item 4. Says provide at least four relevant projects completed by the firm" (for each category). So I interpret this as we need a reference for all listed ("relevant") projects, which turns into a lot of references to gather and possibly a lot of work on some Owner staff (such as Apex) that will likely have multiple consultants asking for references.

Item 7 is a true letter, quote, or some type of recommendation or reference of a prior project as further described in Addendum #1. Under Item 4, this only must be a project contract/reference in the event the Town were to want to follow up on that specific project. It is not expected for the SOQ to also have true reference letters or quotes for every project example provided.

# **Addendum #5**

## Questions & Answers - 3

**Solicitation** UE2101. - RFQ - On Call Engineering, Surveying and Construction Engineering and Inspection  
**Buying Organization** Town of Apex

No	Question/Answer	Question Date
Q7	<p><b>Question: IV: Submittal Procedure</b></p> <p>This section states the SOQ must be submitted in both hardcopy and electronic format. Is this the case for all categories or only some?</p> <p><b>Answer:</b> Section IV is applicable to all program areas and the requirements are the same regardless of which program requirements you are submitting for.</p>	03/03/2025
Q8	<p><b>Question: Priming and Teaming</b></p> <p>We are planning on priming this pursuit and have been asked to sub to another firm. Is this allowed?</p> <p><b>Answer:</b> Yes, we are requesting SOQs from a Team, which can include subconsultants. This might be necessary to provide all the services within the program area.</p>	03/05/2025

# **Addendum #6**

## Questions & Answers - 4

**Solicitation** UE2101. - RFQ - On Call Engineering, Surveying and Construction Engineering and Inspection  
**Buying Organization** Town of Apex

No	Question/Answer	Question Date
Q9	<p><b>Question: Submittal Requirements</b></p> <p>For the hard copy documents, will the Town of Apex accept hand delivered packages? Are either FedEx or UPS accepted by the Town of Apex?</p> <p><b>Answer:</b> Yes; for hand-deliveries, FedEx, or UPS, the address 105-B Upchurch Street, Apex, NC 27502 shall be used. If USPS is desired (not recommended), they should be mailed to PO Box 250, Apex, NC 27502. We do not accept USPS directly at our location.</p>	03/06/2025
Q10	<p><b>Question: Construction Engineering &amp; Inspection</b></p> <p>Will the Construction Engineering &amp; Inspection services be for NCDOT or Federally Funded projects or Town funded projects?</p> <p><b>Answer:</b> Projects may include all of the above, or a combination thereof.</p>	03/06/2025
Q11	<p><b>Question: Project Team</b></p> <p>In the Project Team section, the RFQ asks for firms to "provide a brief resume for each team member." Is it acceptable to include resumes for key project team members only, but show additional support staff names on the org chart?</p> <p><b>Answer:</b> Yes, that approach is appropriate as long as it is provided for each program area, since staff involved may differ between program areas.</p>	03/07/2025
Q12	<p><b>Question: References</b></p> <p>How many references are we required to submit for each program area/category we are proposing on?</p> <p><b>Answer:</b> There are no set number of references required for the RFQ. The submitter can determine how many are necessary, or applicable, based on the projects and jurisdictions submitted in the SOQ.</p>	03/07/2025
Q13	<p><b>Question: Team Resumes</b></p> <p>Do resumes count towards the page count?</p> <p><b>Answer:</b> See addendum #1.</p>	03/10/2025

# **Addendum #7**

## Questions & Answers - 5

**Solicitation** UE2101. - RFQ - On Call Engineering, Surveying and Construction Engineering and Inspection  
**Buying Organization** Town of Apex

No	Question/Answer	Question Date
Q14	<p><b>Question: Section Layout</b></p> <p>With sections 3-7 being duplicated for each category, do you prefer that they are Section 3: Category 1; Section 3: Category 2; Section 4: Category 1; Section 4: Category 2 etc where they are sequential. OR would you rather have Category 1 with Sections 3-7 in order for that category followed by Category 2 and its Sections 3-7 and so forth?</p> <p><b>Answer:</b> Section 3-7 should be provided in sequential order for each program area. Each program area will have a unique review team, so the information for that program area should be clustered accordingly.</p>	03/10/2025
Q15	<p><b>Question: Resumes - Page Count</b></p> <p>Could you please clarify if the proposed team resumes count toward the total page count. There is no reference regarding in Addendum 1 that clarifies if the resumes count toward the total page count.</p> <p><b>Answer:</b> Resumes count toward the page count.</p>	03/11/2025
Q16	<p><b>Question: UMR Plans.</b></p> <p>Interpretation and expectation of UMR plans varies between municipalities. Can the Town of Apex provide more clarification on what is intended with UMR plans for the purpose of this RFQ? Are these similar to Utility By Other (UBO) plans?</p> <p><b>Answer:</b> Yes; UMR should be used interchangeably with Utility By Others (UBO) plans. The consultant shall be able to coordinate with utility providers to design and permit relocations associated with Town projects under this program area, including any necessary encroachments.</p>	03/12/2025
Q17	<p><b>Question: Project Management, QA/QC, and References</b></p> <p>A majority of our project management and QA/QC procedures are standardized for our firm across all disciplines. In addition, our references have a lot of overlap. Would the Town consider removing items 6 and 7 from the requirement for each individual category, and instead, allow items 6 and 7 to be submitted once (as separate tabs) for the entire submittal?</p> <p><b>Answer:</b> Due to the diversity between several of the program areas and the Town will not consider eliminating this requirement. Eliminating this requirement may give a disadvantage to a firm that does not have the same characteristics of your firm or firms that require a sub-consultant for some program areas.</p>	03/12/2025

# **Addendum #8**



1. Are references required for subconsultant team members? **References for subconsultants are not specifically required since subconsultants are not required, but recommended to be provided for projects highlighted performed by the subconsultant.**
2. Can all references be placed together in one section/appendix and used to cover multiple disciplines/categories, as long as the applicable category(ies) are identified on each reference? Or do the references need to be separated (repeated) into each discipline/category section? **References should be provided as noted in Addendum #7, Q&A Document 5.**
3. Do subconsultant Firm Profiles also need to be included in the Firm Profile section, or should the Firm Profile section include the Prime only? **The firm profile should include details for the entire team, including any subconsultants. The same information provided for the prime consultant should be provided for all subconsultants.**
4. If a firm has performed work for the Town of Apex (or has an active contract with the Town), is it permissible to request and include a reference from Town staff? **A prior reference is acceptable, but newly references are not, as many of the staff a reference would be provided from will evaluating the SOQs.**
5. RFQ Page 5, requirement #2 Firm Profile, letter f, requests to "Identify any claim or litigation involving the firm within the last five years, or provide a statement that none exists." A question was asked about this requirement and clarified in Addendum No. 4, Question 2, in which the Town responded to include "Any claim or litigation, regardless of the location." Will this information count in the overall page count? **Yes, this information will count toward the page count.**
6. Can you please explain what the Town seeks when requesting firms to outline the "Summary of the similarities to this project" in each project provided, given that this RFQ is for an On-Call with no specific projects anticipated? **This should highlight similar on-call contracts based on the scope of services provided and/or projects identified in the Town's Capital Improvement Plan.**

# **Addendum #9**

#### Addendum #8 Correction:

The following question and answer was provided in Addendum #8. After re-evaluation, the following correction should be used to answer Addendum #8, Question #3:

Question: Do subconsultant Firm Profiles also need to be included in the Firm Profile section, or should the Firm Profile section include the Prime only?

Corrected Response: A full firm profile is required for the prime firm listed on the submittal; the firm in which a Master Services Agreement will be executed with. Since subconsultants may be specific to an individual program area, they should be noted or highlighted in the individual program areas under section 3-7 using the criteria noted, as a minimum.